

CAPPS HR & FIN
User Group Meeting Minutes
Tuesday, Feb. 25, 2019
9–11 a.m.
Travis Building, Room 1-100

I. Welcome (Andrea Smith)

- This is a Webinar through Webex.
- User Group meeting materials will be posted on FMX.
 - To be added to the User Group distribution list, please send an email to the CAPPS Governance and Communications Team at CAPPS.CGC@cpa.texas.gov.
- There will be a Financials meeting following this meeting. After User Group concludes we will end the call and take a break before beginning the 'Hx Recycle Reconciliation Workshop' meeting. You may call back in to the same number, there will not be a webinar and we encourage physical attendance.

II. Production Update: Financials Support Requests (SRs) (Anthony Martin)

- **SR Summary and Trend Report**
 - The **CAPPS Financials Summary and Trend Report 02/25/20** document was reviewed.
 - In January, there were 933 active SRs with 339 in high priority status. There were no critical SRs.
 - As shown on the Trend chart, there were 415 SRs opened and 394 closed in January. 60 tickets are for Hx Recycle as we transition from the email distribution list to role based.
- **Governance Approved Enhancements**
 - The **CAPPS Financials Governance Approved SRs 02/25/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
 - The **CAPPS Financials Required Maintenance 02/25/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

III. Upcoming Vote: SRs Submitted to Governance (Anthony Martin)

- The **CAPPS FIN SRs Submitted to Governance 02/25/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 17370 is a Reporting module to change name the of HB1209 compliance report to Prompt Pay Act Report. This will establish a more appropriate naming standard.
 - Sr 17599 is a Reports/Purchasing/Requisition Print Report to add approval history on the Requisition Print Report. Agencies who don't use an auto-signature for requisition approvals will still see a signature line, so they can print off requisitions and have a physical signature.

IV. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**
 - The **CAPPS HR/Payroll Summary and Trend Report 02/25/20** document was reviewed.
 - In January, there were 833 active SRs with 202 in high priority status. There were no critical SRs.

- As shown on the Trend chart, there were 572 tickets opened and 666 tickets were closed for January.
 - Calendar Year-End ASP ticket for ACA was a large cause of the uptick in tickets.
 - **Governance Approved Enhancements**
 - The **CAPPS HR/Payroll Governance Approved SRs 02/25/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - **Required Maintenance**
 - The **CAPPS HR/Payroll Required Maintenance 02/25/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- V. Upcoming Vote: SRs Submitted to Governance (Andrea Smith)**
- The **CAPPS SRs Submitted to Governance 02/25/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 19055 is a Recruiting module that will make adjustments on the applicant experience so the applicant can attach a resume and indicate if items are relevant or not, we aim to clarify what is relevant and when the documents will be available.
 - SR 18489 is for the HR module and the request is to add two new badge types.
 - Sr 8101 is a Performance Management module to add employee acknowledgement step at the beginning of the process to define criteria to the template. The Manager can override if the employee chooses to not acknowledge.
- VI. Project Update: FIN FY20 Deployment (Nyguel Sanders)**
- The **CAPPS FY20 FIN Agency Deployment Project 02/25/20** document was reviewed.
 - The project is green and on track. There are eight deploying agencies. The Code Move date is July 6, 2020. The Soft Go-Live date is Aug. 10, 2020. The implementation date is Sept. 1, 2020.
 - Key items in the next 30 days:
 - Complete Prototyping Sessions
 - Complete Final Agency Configurations
 - Continue Train the Trainer Sessions
 - Start Agency work Sessions
 - Continue System test Phase 2
 - Complete Second Quarterly Executive Sponsor calls
- VII. Project Update: HR/Payroll FY20 Deployment (Karl Thomason)**
- The **CAPPS FY20 HR/Payroll Agency Deployment Project Dashboard 02/25/20** document was reviewed.
 - The project is green and on track. There are ten deploying agencies. The Code Move Date is July 6, 2020. The Go-Live date for deploying agencies is July 13, 2020.
 - Key items in the next 30 days:
 - Complete Mock 3 conversion
 - Continue Phase 2 system test
 - Continue Phase 2 system test
 - Upcoming Key Activities:
 - User Acceptance Testing (UAT) Kickoff on April 23, 2020.
 - UAT begins May 11, 2020.
- VIII. Project Update: FY20 Recruit (Jay Ingram)**

- The **CAPPS FY20 Recruit Project Dashboard 02/25/20** document was reviewed.
- The project is green and on track. There are five deploying agencies. The Onboarding Implementation date for CPA is Jan. 29, 2020. The Go-Live date is May 28, 2020.
- Key Items in the next 30 days:
 - Continue Conference Room Pilot sessions
 - Building Reports
 - Prepare scripts for UAT
 - Provide agencies early access to test environments
 - Final week for open deployment support for CPA

IX. Project Update: FY20 ELM (Jay Ingram)

- The **CAPPS FY20 Recruit Project Dashboard 02/25/20** document was reviewed.
- The project is green and on track. There are two deploying agencies. The Go-Live date is April 6, 2020.
- Key Items in the next 30 days:
 - Begin Conference Room Pilot Sessions
 - Performing Accessibility testing
 - Complete UAT Preparation
 - Complete UAT Smoke Test

X. Discussion Topic: User Acceptance Testing and New PeopleSoft Dashboard (DEMO – Daryn Burleigh)

- User Acceptance Testing (UAT) will continue through March 20, 2020. SRs have been opened in ASP requesting agency feedback and the CAPPS Support team has begun reaching out to agencies that have not provided feedback.
- CAPPS strongly recommends testing functionality again before the July Go-Live. More information on this will be provided as the project continues.

XI. Discussion Topic: Agency Table Change Update (Daryn Burleigh)

- Enterprise Learning Management (ELM) will have two new roles. A new tab will be added for optional modules.
- The Go-Live is April 6, 2020 and if your agency uses ELM the roles will be assigned accordingly.
- On the new Optional Modules tab there will be additional sections added in the next few months, not included in the April 6 Go-Live, one of the sections is for CAPPS Recruit. With this change, both Manager Self Service full and lite agencies will be able to select a default role for their managers, which will be assigned without a security request. The CAPPS Recruit team will talk about this more in next month's User Group, and they need your input if you would like your managers to have a role assigned to them automatically.

XII. Discussion Topic: PDF Paycheck Creation (Hima Bode)

- Functionality is being added so agencies can use Employee Self Service (ESS) to open paychecks in PDF format. This should be implemented by the end of March 2020.
- CAPPS is introducing a new job that can be run after completing payroll and USAS completes.
- Payroll administrators will not need to run this, it is automated.

XIII. Upcoming Meetings:

- Tuesday, March 24, 2020 is Travis 1-100 (*CAPPS HR/Payroll*)
- Thursday, March 26, 2020 in Travis 1-111 (*CAPPS Financials*)